

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**JOB DESCRIPTION**

POSITION TITLE:	Supervisor, Student Progression and Intervention
CONTRACT YEAR:	Twelve Months
PAY GRADE:	27
BARGAINING UNIT:	ESMAB

QUALIFICATIONS:**EDUCATION:**

An earned master's degree from an accredited institution. Must have completed a minimum of three graduate-level courses in student progression, intervention, guidance, or educational leadership. Doctorate preferred.

EXPERIENCE:

Minimum of five (5) years within the last ten (10) years of successful educational experience which includes three (3) years of required experience with successful application of data-driven tracking and monitoring systems, and accurate communication and implementation of policies and statutes.

**ADDITIONAL
REQUIREMENTS:****REQUIRED:**

Valid Florida Teacher Certificate. Excellent oral and written communication skills. Strong technology, data analysis, and system design skills with the ability to integrate technology into effective instructional practices. Demonstrated success in community relations. Computer skills as required for the position.

PREFERRED:

Grant writing skills. Bilingual skills preferred.

REPORTS TO:

Director, College and Career Readiness

SUPERVISES:

Staff as assigned

POSITION GOAL: To provide quality leadership to school district personnel in the system design, on-going coordination, development, supervision, auditing and improvement of student progression and interventions in Grades K-12 to maximize student achievement and college/career readiness.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Supervisor, Student Progression and Intervention shall:

1. use effective system management practices to ensure compliance and quality in all aspects of pupil progression and intervention.
2. communicate the scope of scientifically based research regarding instructional interventions that allow students to demonstrate their potential in all aspects of learning.
3. work collaboratively with colleagues to ensure effective transitions between elementary and secondary schools, paying particular attention to the horizontal and vertical continuity and articulation of the K-12 instructional program.
4. analyze and present student data to inform and improve the pupil progression and intervention system.
5. develop and supervise delivery of professional learning for stakeholders related to student progression and interventions through a variety of cost-efficient and effective delivery methods utilizing current technology.
6. build capacity for college and career readiness in all stakeholders.
7. assist in the design, implementation, auditing, and improvement of systems to implement instructional best practices in pupil progression and intervention with particular attention to the instruction of cognitive skills that underlie the Common Core State Standards at all levels.
8. assume responsibility for all priorities and projects that assist in achieving the District's Strategic Plan.
9. communicate the scope of District and Statutory requirements regarding pupil progression and intervention to School District personnel.
10. analyze formative and summative student assessment results to inform system enhancements and develop and implement recommendations for improvement that meet targeted and differentiated needs of students.
11. plan and manage project implementation and meet project milestones and benchmark deadlines while staying within budget.
12. build rapport, collegiality, and relationships among staff members in a manner that positively impacts the school culture and supports the belief that all students can and will learn.
13. communicate effectively to school personnel, parents, and community applicable policies, procedures, programs, curricula, and instructional techniques designed to address individual student and/or school needs.
14. provide support to cross-functional collegial teams as necessary and assigned.
15. identify areas for improvement which need to be addressed on a District-wide basis and initiate problem-solving protocols through department supervisor.

16. model the use of technology to increase productivity and incorporate its use in the K-12 classroom and curriculum.
17. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
18. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
19. review current developments, literature and technical sources of information related to job responsibility.
20. ensure adherence to good safety procedures.
21. follow Federal and State laws, as well as School Board policies.
22. perform other duties as assigned by Director, College and Career Readiness or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Serves as a liaison to the U.S. Department of Education, the Florida Department of Education and the business community to advance the interests of the District relative to student progression or intervention. Frequent coordination with staff across the State, District and schools in planning, coordinating, implementing and monitoring the effectiveness of student progression and intervention systems to meet student needs. Periodic meetings with parent and community groups to represent the District and communicate progression and intervention information.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Position Factor Listing

Supervisor, Student Progression and Intervention

Point Range: 945 – 994

Position Factors

1. Knowledge: Combined required minimum education/experience for competent performance

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 – Immediate workgroup

2 – Outside of immediate workgroup

3 – Assistant/Associate/Deputy Superintendents

4 – Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (Cont.)

Supervisor, Student Progression and Intervention

Point Range: 945 – 994

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D/2	C/4	D	C	C